

Workflow Analysis of PAJA Compliance (Confidential draft)

- Findings and recommended actions -

Municipality:

Department:

Branch:

Administrative Action:

Number of files:

Date:

Essential Elements of the PAJA	Findings	Actions
Authorisation of decision maker? s6(2)(a)(i))		
Were decisions within given time periods ? s6(2)(g) and s6(3)(a) and (b)		
Was an adequate notice of the nature and purpose of the proposed administrative action provided before the final decision was taken? s3(2)(b)(i))		
Reasonable opportunity to make representations prior to the decisions ensured? (s3(2)(b)(ii))		
Were clear statements of the decisions given? s3(2)(b)(iii))		
Are the decisions furnished with a notice of the right of internal appeal or judicial review ? s3(2)(b)(iv)		
Appropriate file management ?		
Were the decisions furnished with a notice of the right to request reasons ? s3(2)(b)(v)		
Were reasons provided immediately with the decision?		
If yes, reflect reasons lawfulness and reasonableness of the decision? s6(2)(a-e)		
Was discretion applied to obtain assistance, present and dispute information and arguments and appear in person? s3(3)		